

**30 May 1995**

**Security**



**USE, CONTROL, AND PROTECTION OF  
HARMON HALL (BUILDING 2304)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

---

OPR: HQ USAFA /RRPRA (MSgt Higgins)

Certified by: HQ USAFA/RRPRA (Colonel Foerster)

Supersedes USAFAR 11-1, 28 July 1993

Pages: 3

Distribution: F

---

This instruction implements AFD 31-1, *Physical Security*, by establishing procedures for using and protecting Harmon Hall (Building 2304). It includes rules for opening and closing the facility during duty and nonduty hours. This instruction applies to all personnel working in or having access to Harmon Hall.

**SUMMARY OF REVISIONS**

The Superintendent of Administrative Services (HQ USAFA/RRD) no longer controls or secures Harmon Hall. Each organization within Harmon Hall now appoints a primary and alternate Facility Manager to maintain its respective areas.

|  |   |
|--|---|
| 1. Responsibilities. ....                              | 2 |
| 2. What Occupants Must Do: ....                        | 2 |
| 3. Organization Key Monitors. ....                     | 2 |
| 4. Individuals. ....                                   | 2 |
| 5. Custodial Contractor. ....                          | 3 |
| 6. Unlocking Harmon Hall During Normal Duty Days. .... | 3 |
| 7. Entry Procedures During Nonduty Hours. ....         | 3 |
| 8. Reporting Incidents. ....                           | 3 |

**1. Responsibilities.** The Director of Admissions (HQ USAFA/RR) directs the control and security of Harmon Hall. Each organization within Harmon Hall must appoint a primary and an alternate Facility Manager to maintain its respective areas. The vulnerability of USAF physical resources to theft, malicious destruction, or sabotage is a constant threat at the USAF Academy. This threat must be continually evaluated in terms of the prevailing political climate, law enforcement trends, or other variables which may emerge as indicators that a problem exists.

**2. What Occupants Must Do:**

- 2.1. Use all rooms for the purpose for which they were originally designed, permanently converted, approved by the Command Facilities Board, or authorized by proper authority.
- 2.2. Not enter vacant rooms or areas, mechanical rooms, or AT&T telephone rooms, all of which are OFF LIMITS, whether or not they are posted to that effect. Only the building's primary Facility Manager (at the Director of Admissions' office) may approve exceptions.
- 2.3. Not duplicate keys to Harmon Hall or any other government facility without prior written authorization from the building's primary Facility Manager.
- 2.4. Take responsibility for the care, custody, and protection of the facility and equipment under their authority. Individuals may be liable for any loss or damage in excess of fair wear and tear, unless it is the result of acts beyond their control. The last person departing the office must lock the doors.
- 2.5. Not tamper with, alter, replace, relocate, or repair electrical or mechanical equipment.
- 2.6. Become familiar with fire evacuation and reporting procedures, bomb threat responses, and disaster protection as periodically publicized by the Facility Manager and outlined in USAFA OPLAN 125-3 (projected to be 31-209, and USAFA OPLAN 355-1 (projected to be 32-1).
- 2.7. Replace burnt out bulbs in their respective offices where ceilings are 10 feet or lower. The 10th Civil Engineer Group is responsible for the lights where ceilings are higher than 10 feet. Report any defective ballasts or inoperable lights after replacement of bulbs to the building's primary Facility Manager.
- 2.8. Report building problems dealing with plumbing, heating, electrical, etc., to their organization's appointed Facility Manager. Appointed organization Facility Managers are responsible for contacting the appropriate agency to correct facility problems in or near their respective area.

**3. Organization Key Monitors.** All organizations within Harmon Hall must have an organization key monitor. This individual will request office or facility keys from the building's primary Facility Manager for issue to authorized personnel within their organization. Organization key monitors will ensure that their respective key accounts balance; otherwise, the building's primary Facility Manager will freeze their key accounts until all deficiencies are corrected.

**4. Individuals.** Every individual issued keys to Harmon Hall is responsible for the security of those keys.

- 4.1. If a lost or stolen key creates the need to change door locks, the individual responsible may be held liable for that expense.
- 4.2. Upon reassignment, individuals will return keys to their organizational key monitor who, in turn, will reissue keys to other organizational personnel or return keys to the building's primary Facility Manager.

**5. Custodial Contractor.** The night janitorial crew will maintain security of all areas during their shift. The custodians will ensure that all areas that were secured upon their arrival are secured when they depart the building.

**6. Unlocking Harmon Hall During Normal Duty Days.** During duty days, the first employee entering the south lobby entrance and the north basement entrance will leave the door unlocked behind them. The building's primary Facility Manager will unlock all other entrances.

**7. Entry Procedures During Nonduty Hours.** All personnel who enter during nonduty hours, on weekends or holidays, regardless of the entrance used, are required to sign in and out on the entry control log located in the south lobby. Individuals are responsible for securing the doors behind them upon entry and again upon departure. *Note:* Doors do not lock automatically. You must use your key to lock the door.

**8. Reporting Incidents.** Any individual who believes a theft has occurred will clear the area of all personnel and ensure that no one removes or touches any item in the affected area. Immediately notify the Security Police Desk Sergeant and secure the area until Security Police personnel arrive.

ROBERT Y. FOERSTER, Col, USAF  
Director of Admissions